

LLNL	Approved by: Original Signed by Harry Galles	Effective Date: 1/96	Procedure No. M-078-90.0, Appendix G
HMPTS	Prepared by: Toni Bettencourt	Page G-1 of 8	Revision: 1

***Subject: DRIVER'S QUALIFICATION FILE
POLICY***

DRIVER'S QUALIFICATION FILE POLICY

Contents

1.	Introduction.....	3
1.	Guidelines.....	3
2.	Definitions.....	3
2.	Policy.....	4
1.	Purpose.....	4
2.	Driver's Qualification File Policy.....	4
3.	Required DQF Contents - Drivers Hired Prior to January 1, 1971	4
1.	Medical Examiners certificate.....	4
2.	Letter of Physical Disqualification (if applicable).....	4
3.	Driving Review	4
4.	Certificate of Violations.....	4
5.	Other.....	4
4.	Required DQF Contents - Drivers Hired on or After January 1, 1971	5
1.	Application for Employment.....	5
2.	Inquiry to State Agencies.....	5
3.	Driver's Road Test.....	5
5.	Required DQF Contents - Intermittent, Casual or Occasional Driver	5
1.	Medical Examiners certificate.....	5
2.	Driver's Road Test.....	5
3.	Personal Information	5
6.	Responsibilities	6
1.	Business Services Department	6
2.	Departments	6
3.	Employees Required to hold CDLs	7
4.	Human Resources.....	7
5.	Laboratory Assurance Office	7
6.	Safeguards and Security.....	7
7.	HMPTS Technical Contact.....	8
8.	Supplemental Labor Vendors	8

DRIVER'S QUALIFICATION FILE POLICY

1. Introduction

- 1. Guidelines** This policy is to be used for creating and maintaining Driver's Qualification Files (DQFs) for those employees whose job duties require them to possess a Commercial Driver's License (CDL).
-

- 2. Definitions** **Commercial Driver's License (CDL)** – A license issued by a State or other jurisdiction, in accordance with the standards contained in 49 CFR Part 383, to an individual which authorizes the individual to operate a class of a commercial motor vehicle.

Commercial Motor Vehicle (CMV) – A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle (49 CFR Part 383.5):

- (a) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- (b) Has a gross vehicle weight rating of 26,001 or more pounds; or
- (c) Is designed to transport 16 or more passengers, including the driver; or
- (d) Is of any size and is used for the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).

California Department of Motor Vehicle's (DMV) Employer Pull Notice Program – A contractual program administered by the DMV that reports information relating to abstracts of conviction, failure to appear notices, failure to pay notices, accidents, suspensions, revocations, or any other actions taken against the driving privilege or certificate.

Gross combination weight rating (GCWR) – The value specified by the manufacturer as the loaded weight of a combination (articulated) vehicle. In the absence of a value specified by the manufacturer, GCWR will be determined by adding the GVWR of the power unit and the total weight of the towed unit and any load thereon.

Gross vehicle weight rating (GVWR) – The value specified by the manufacturer as the loaded weight of a single vehicle.

2. Policy

1. **Purpose**

The purpose of the Driver's Qualification File Policy is to set forth guidelines that apply to the creation and maintenance of Driver's Qualification Files at Lawrence Livermore National Laboratory in accordance with the Department of Transportation Federal Motor Carrier Safety Regulations.

2. **Driver's Qualification File Policy**

The Laboratory will maintain a Driver's Qualification File (DQF) for each employee that is required to hold a commercial drivers license to perform their current job duties. These files will be kept in accordance with the Department of Transportation (DOT) Title 49 CFR Chapter III, Subchapter B- Federal Motor Carrier Safety Regulations.

3. Required DQF Contents - Drivers Hired Prior to January 1, 1971

	Document	Purpose
1.	Medical Examiner's Certificate	Certificate of physical evaluation to drive a motor vehicle or a legible copy of the certificate.
2.	Letter of Physical Disqualification	The letter of the Regional Director, Motor Carrier Safety granting a waiver of physical disqualification, if a waiver was issued (391.49).
3.	Driving Review	The note relating to the annual review of driving record (391.25).
4.	Certificate of Violations	The list or certificate relating to violations of motor vehicle laws (391.27).
5.	Other	Any other matter which relates to the driver's qualifications or ability to drive a motor vehicle safely.

4. Required DQF Contents - Drivers Hired on or After January 1, 1971

	Document	Purpose
1.	Medical Examiner's Certificate	Certificate of physical evaluation to drive a motor vehicle or a legible copy of the certificate.
2.	Letter of Physical Disqualification	The letter of the Regional Director, Motor Carrier Safety granting a waiver of physical disqualification, if a waiver was issued (391.49).
3.	Driving Review	The note relating to the annual review of driving record (391.25).
4.	Certificate of Violations	The list or certificate relating to violations of motor vehicle laws (391.27).
5.	Other	Any other matter which relates to the driver's qualifications or ability to drive a motor vehicle safely.
6.	Application for Employment	The driver's application for employment (391.21).
7.	Inquiry to State Agencies	The responses of state agencies and past employers to the motor carrier's inquiries concerning the driver's driving record and employment (391.23).
8.	Driver's Road Test	The certificate of driver's road test issued to the driver (391.31), or a copy of the license or certificate which the motor carrier accepted as equivalent to the driver's road test (391.33).

5. Required DQF Contents - Intermittent, Casual or Occasional Driver

	Document	Purpose
1.	Medical Examiner's Certificate	Certificate of physical evaluation to drive a motor vehicle or a legible copy of the certificate.
2.	Driver's Road Test	The certificate of driver's road test issued to the driver (391.31), or a copy of the license or certificate which the motor carrier accepted as equivalent to the driver's road test (391.33).
3.	Personal Information	The driver's name, social security number, and the identification number, type, and issuing state of his motor vehicle operator's license.

6. Responsibilities

1. Business Services Department

The Business Services Department has responsibility for the following:

- Maintaining driver qualification files for the Institution in a complete, current, and up to date status in compliance with Federal Motor Carrier Safety Regulations (391.51) .
 - Creating new and/or collecting existing drivers files.
 - Maintaining the Institutional database of required commercial driver's license holders.
 - Serving as the central recording point for qualification status.
 - Notifying the Laboratory Assurance Office whenever a driver changes qualification status.
 - Maintaining Institutional policy and procedure for driver qualification files.
 - Training responsible Department personnel in the use of the system.
 - Serving as the central point of contact for audits of the system.
 - Administering the Institutional Pull Notice Program through DMV.
 - Notifying department contacts and supervisors when DMV has disqualified a driver and of subsequent re-qualification.
 - Periodically assessing the Supplemental Labor Vendor's Driver's Qualification Files for compliance with Department of Transportation Regulations.
-

2. Departments

Each Department within the Laboratory is responsible for ensuring their drivers possessing commercial drivers licenses are qualified to drive according to Federal Motor Carrier Safety Regulations and that documentation supporting that fact is provided to the Business Services Department. Specifically, the Department's responsibilities include the following:

- Ensuring that the position requirements list "requires CDL" (commercial driver's license) in all applicable position descriptions and postings.
 - Notifying the Business Services Department (BSD) whenever a driver is placed in inactive status and when subsequently restored to active status.
 - Ensuring that appropriate Department personnel are trained in the use of the driver qualification file policy and procedures.
 - Notifying BSD when an existing position's duties change to require a CDL or no longer require a CDL.
 - Providing information concerning Driver's Qualification Files to their drivers required to possess CDLs.
 - Participating in the development of institutional policy and procedure for maintaining and updating driver qualification files.
 - Approving Driver's Qualification File policy and procedure revisions.
-

continued on next page

6. Responsibilities *continued*

3. Employees Required to hold CDLs

Responsibilities of employees whose job duties require them to possess a Commercial Driver's License (CDL) include:

- Completing the appropriate forms to satisfy the DQF requirements as set forth in the Federal Motor Carrier Safety Regulations (391.51) and submitting those forms to the Business Services Department in a timely manner.
 - Notifying their supervisor immediately whenever their qualification status becomes inactive for whatever reason.
 - Complying with Section 383 of the Federal Motor Carrier Safety Regulations.
-

4. Human Resources

Human Resources is responsible for:

- Notifying the Business Services Department when a personnel requisition is processed requiring a CDL.
 - Ensuring applicants complete the additional application requirements in accordance with Federal Motor Carrier Safety Regulations 391.21.
 - Notifying the Business Services Department of the selected applicant for positions requiring CDLs.
-

5. Laboratory Assurance Office

The Laboratory Assurance Office (LAO) is responsible for:

- Conducting the Department of Transportation required random drug testing as specified in the Lawrence Livermore National Laboratory Department of Transportation Drug and Alcohol Informational Materials and maintaining the auditable records for the program.
 - Providing the Business Services Department with a memorandum stating pass/fail (as a result of the alcohol and/or drug testing) to be kept in the Driver's Qualification File. Alcohol and/or drug testing results include: Pre-assignment drug, random alcohol and/or drug, reasonable suspicion alcohol and/or drug, post-accident alcohol and drug, return to duty alcohol and/or drug, and follow-up alcohol and/or drug.
-

6. Safeguards and Security

The Safeguards and Security Department is responsible for:

- Taking appropriate action when the DMV Pull Program Report specifies "verbal service needed."
 - Accessing the DMV database to confirm re-qualification status upon request of the DQF Administrator.
-

6. Responsibilities *continued*

7. HMPTS Technical Contact

The Hazardous Materials Packaging and Transportation Safety (HMPTS) Technical Contact is responsible for:

- Assuring that employees, new hires and employees transferring into this program do not have any restrictions on their commercial driver's licenses that may prohibit them from driving a commercial motor vehicle.
 - Providing guidance and interpretation for Department of Transportation Regulatory issues related to this activity.
-

8. Supplemental Labor Vendors

Supplemental Labor vendors who supply commercial drivers to the Laboratory are responsible for:

- Assuring that their drivers are qualified to drive commercial motor vehicles.
 - Keeping records on their drivers as required by Department of Transportation Regulations.
 - Ensuring that their employees' Driver's Qualification Files are available for periodic assessment by the DQF Administrator.
 - Taking appropriate corrective action as a result of the assessments.
-